

**DELAWARE DEPARTMENT OF JUSTICE  
JOB OPENING**

**Opening Date: July 3, 2018**

**Closing Date: July 16, 2018**

**PARALEGAL  
Criminal Division, Homicide Unit  
New Castle County**

**Job Responsibilities and Duties:** This Paralegal provides paralegal support and other higher expertise level administrative duties as needed to Deputy Attorneys General in the Criminal Division, Homicide Unit, in New Castle County. This Paralegal assists the Deputies in their cases where they are investigating, prepping and trying the majority of all homicide cases in New Castle County. This Unit has a very voluminous case load. The Paralegal drafts subpoenas, requests records, obtains cell phone records, coordinates those items, contacts and coordinates witness interviews, obtains medical records, autopsy reports EMS reports, redacts statements, drafts discovery, inventories case items, researches and requests out of state conviction paperwork. The Paralegal assists the Deputies by also sitting in on interviews with witnesses, drafts motions and researches prior convictions for person prohibited status and for sentencing purposes, as needed. In capital cases, the Paralegal is the primary person for researching aggravating factors such as prior bad acts, medical history, schooling, character witnesses, etc. for penalty phase. This Paralegal could also be assigned to provide same assistance for child death cases in New Castle County and those in Kent and Sussex that are handled by the Child Victim Deputy Attorney General. This Paralegal must be able to work accurately and independently with strict time frames with minimal direct guidance and supervision and must have excellent organizational skills.

**Minimum Qualifications:**

No less than five (5) years of employment with the Department of Justice in a similar capacity **AND** a paralegal certificate from an ABA-approved, non-ABA approved or Department-sponsored program, **OR**

An Associate's degree in Paralegal Studies from an ABA-approved program, **OR**

A Bachelor's degree **AND** a paralegal certificate from an ABA-approved or Department-sponsored program **OR**

A Bachelor's degree in Paralegal Studies from an ABA-approved program **OR**

A Bachelor's degree **AND** one year of law school

**Internal Delaware Department of Justice Applicants:** Please submit an updated Resume or summary of work experience to the Director of Human Resources.

**External Applicants:** In order to be considered for this position, external applicants must submit Resume and the Delaware Department of Justice Application (please see link):

<http://attorneygeneral.delaware.gov/executive/hr/job-application/>

**OR external applicants can mail Resume and the Delaware Department of Justice Application to: Delaware Department of Justice, Human Resources, 820 N. French Street, 6<sup>th</sup> Floor, Wilmington, DE 19801, OR E-mail to: DOJHR@state.de.us OR Fax to: 302-577-5866. EOE.**